

Class Code: 5000  
Occ. Area: 01  
Work Area: 000  
Prob. Period: 12 mo.  
Prom. Line: None  
Effective Date: 10/01/02

## **ACCOUNTING ASSOCIATE**

### **Function of Job**

Under administrative direction, employees apply professional level accounting expertise in the management and/or administration of a University/Agency accounting program.

### **Characteristic Duties and Responsibilities**

1. Provides leadership and direction in the resolution of complex managerial problems.
2. Provides direct and/or indirect supervision of professional level accounting and support staff.
3. Provides expert technical advice to management and administration on complex or controversial accounting issues.
4. Provides administrative direction in the development of comprehensive accounting systems, policies and procedures and ensures compliance with applicable rules and regulations.
5. Performs other related duties as assigned.

### **MINIMUM ACCEPTABLE QUALIFICATIONS**

### **CREDENTIALS TO BE VERIFIED**

1. Bachelor's degree with a major in Accountancy or a related field
2. (A) Two years of professional level accounting experience  
OR  
(B) Possession of a current registration as a Certified Public Accountant or a valid License to practice Public Accounting  
OR  
(C) Master's degree in Accountancy or a related field

### **PERSONAL ATTRIBUTES REQUIRED FOR JOB**

1. Thorough knowledge of the theories, principles, methods, and procedures of professional accounting.
2. Broad knowledge of office methods and procedures.